



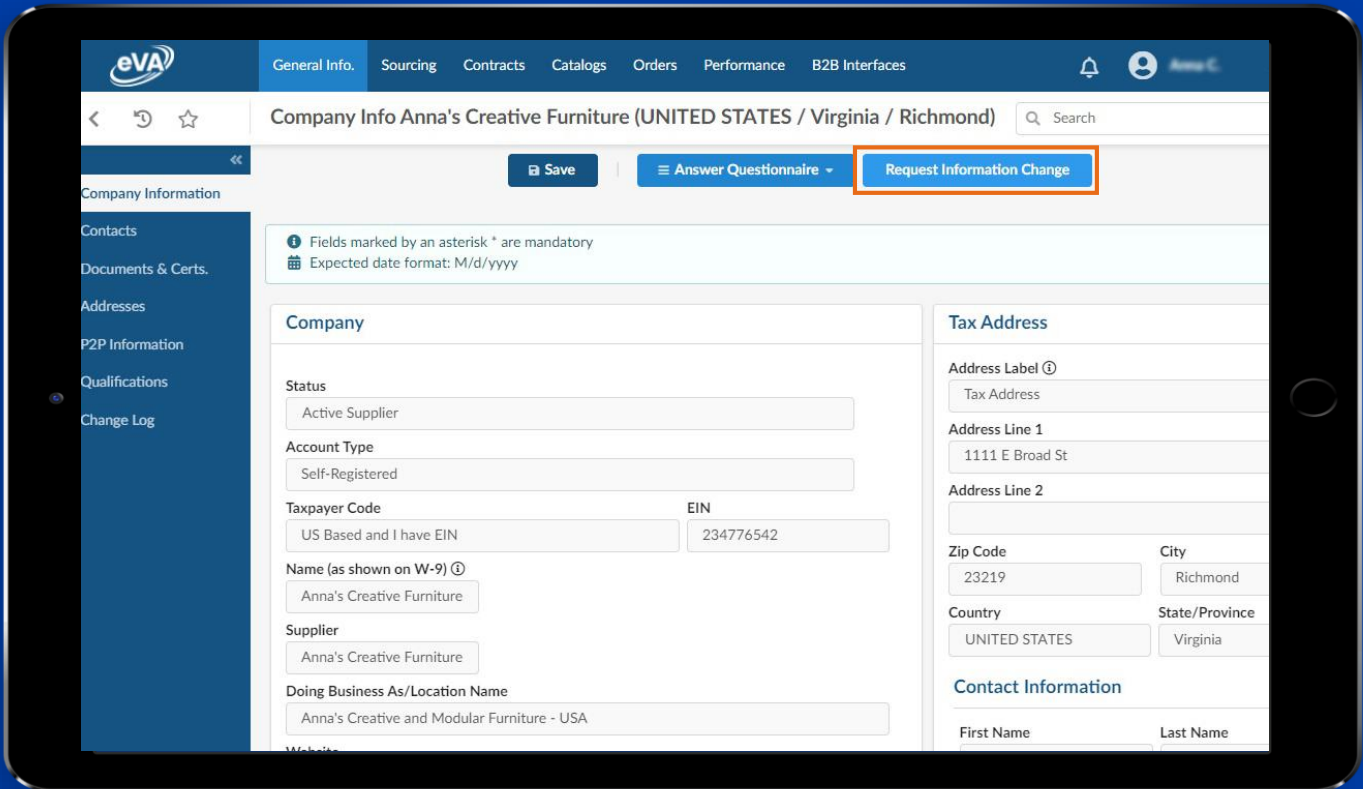
PURPOSE OF THIS DOCUMENT

This document explains how to properly maintain your eVA supplier account. This includes information on profile management, contact management, and how to create an **Information Change Request**.

Supplier Information Change Request

Some changes to your company’s information will be automatically approved, while other updates will require you to fill out an **Information Change Request** that will be routed to eVA Vendor Support for approval.

- **Automatic Approvals:** If the change does not require approval from eVA Vendor Support, your account will be updated automatically.
- **Supplier Requests Information Change:** In order to request a change to any item listed below, you will need to submit an **Information Change Request** by filling in the requested change information, and entering a reason for the information change. After the change request is submitted, it will be sent to eVA Vendor Support for approval. You will receive a notification confirming the change.
  - Taxpayer ID Number/TIN Type
  - Tax Address (Street, City, State, ZIP Code, Country)
  - Organizational Type/Supplemental Organizational Type/LLC Classification
  - Tax Exempt
  - Name (as shown on W-9)
  - Company Name



**Company Change Request Anna's Creative Furniture (UNITED STATES / Virginia / Ri...**

Fields marked by an asterisk \* are mandatory

**Reason for Change Request**

Reason for change request \*

**Company**

Account Type  
Self-Registered

Taxpayer Code \*  
US Based and I have EIN

EIN \*  
234776542

Name (as shown on W-9) \*  
Anna's Creative Furniture

Supplier \*

**Tax Address**

Address Label \*  
Tax Address

Address Line 1 \*  
1111 E Broad St

Address Line 2

Zip Code \*  
23219

City \*  
Richmond

**Buttons:** Save, Cancel, **Submit for Approval**

## Supplier Information Update

Updates to the **Addresses** tab and **Qualifications** tabs do not require an **Information Change Request**.

- **Addresses tab:** You can make updates to your **Order** address, **Physical** address, **Payment** address, and **Billing** address information.

**Company Info Anna's Creative Furniture (UNITED STATES / Virginia / Richmond)**

**Buttons:** Save, Answer Questionnaire

**Change request in progress**

**Order**

☐ Order Address Same as Tax Address

Address Label  
Tax Address

Address Line 1 \*  
1111 E Broad St

Address Line 2

Zip Code \*  
23219

City \*  
Richmond

Country \*  
UNITED STATES

State/Province \*  
Virginia

**Physical**

☒ Physical Address same as Tax Address

**Billing**

☒ Billing Address Same as Tax Address

**Contact Information**

The screenshot shows the 'Payment' tab in the EVA system. The left sidebar contains navigation links: Company Information, Contacts, Documents & Certs., Addresses, P2P Information, Qualifications, and Change Log. The main content area is titled 'Company Info Anna's Creative Furniture (UNITED STATES / Virginia / Richmond)'. It features a 'Save' button and an 'Answer Questionnaire' button. The 'Payment' section includes a checkbox for 'Payment Address Same as Tax Address', an 'Address Label' field (Tax Address), an 'Address Line 1\*' field (1111 E Broad St), an 'Address Line 2' field, a 'Zip Code\*' field (23219), a 'City\*' field (Richmond), a 'Country\*' dropdown (UNITED STATES), and a 'State/Province\*' dropdown (Virginia). Below this is the 'Contact Information' section with 'First Name' and 'Last Name' fields. To the right, the 'Additional Payment' section has a '+ Add New Payment Address' button and a search bar showing '0 Result(s)'.

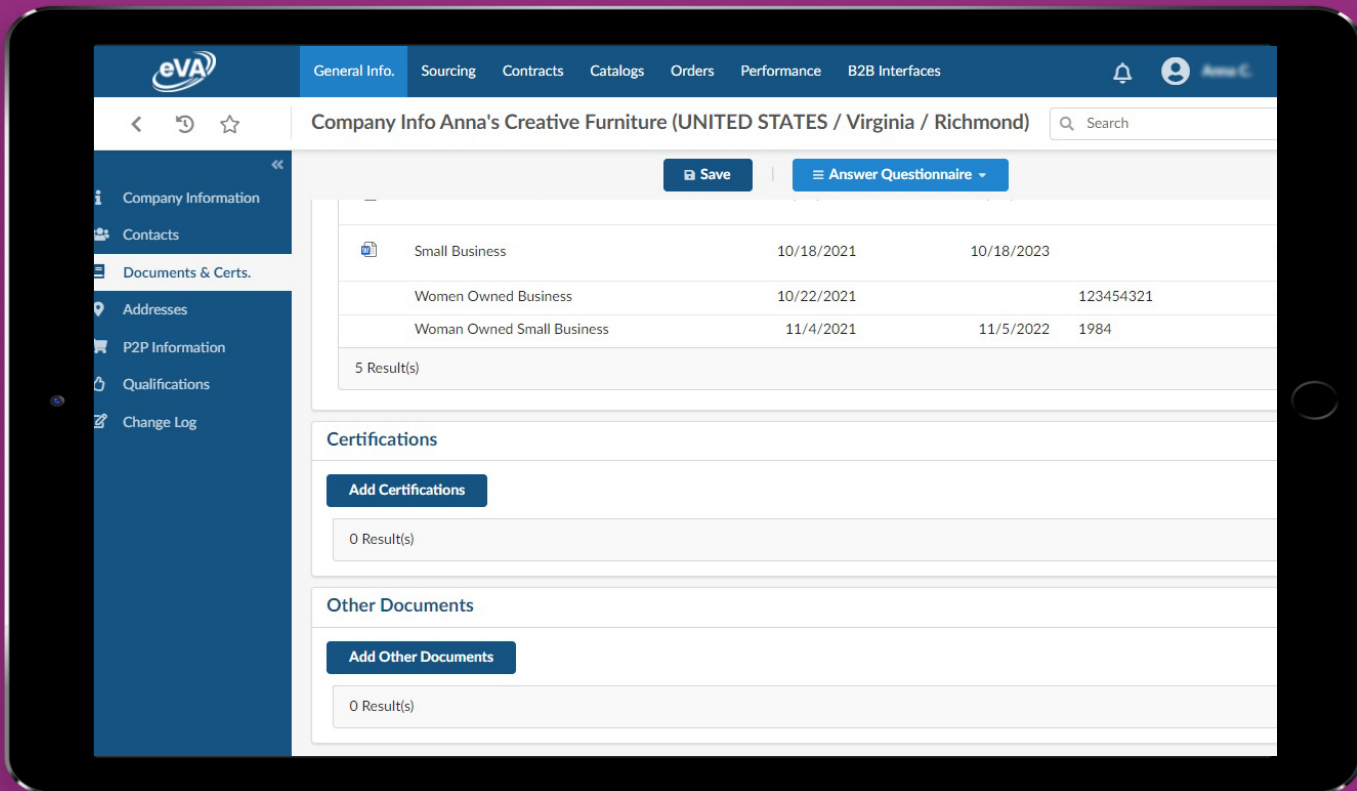
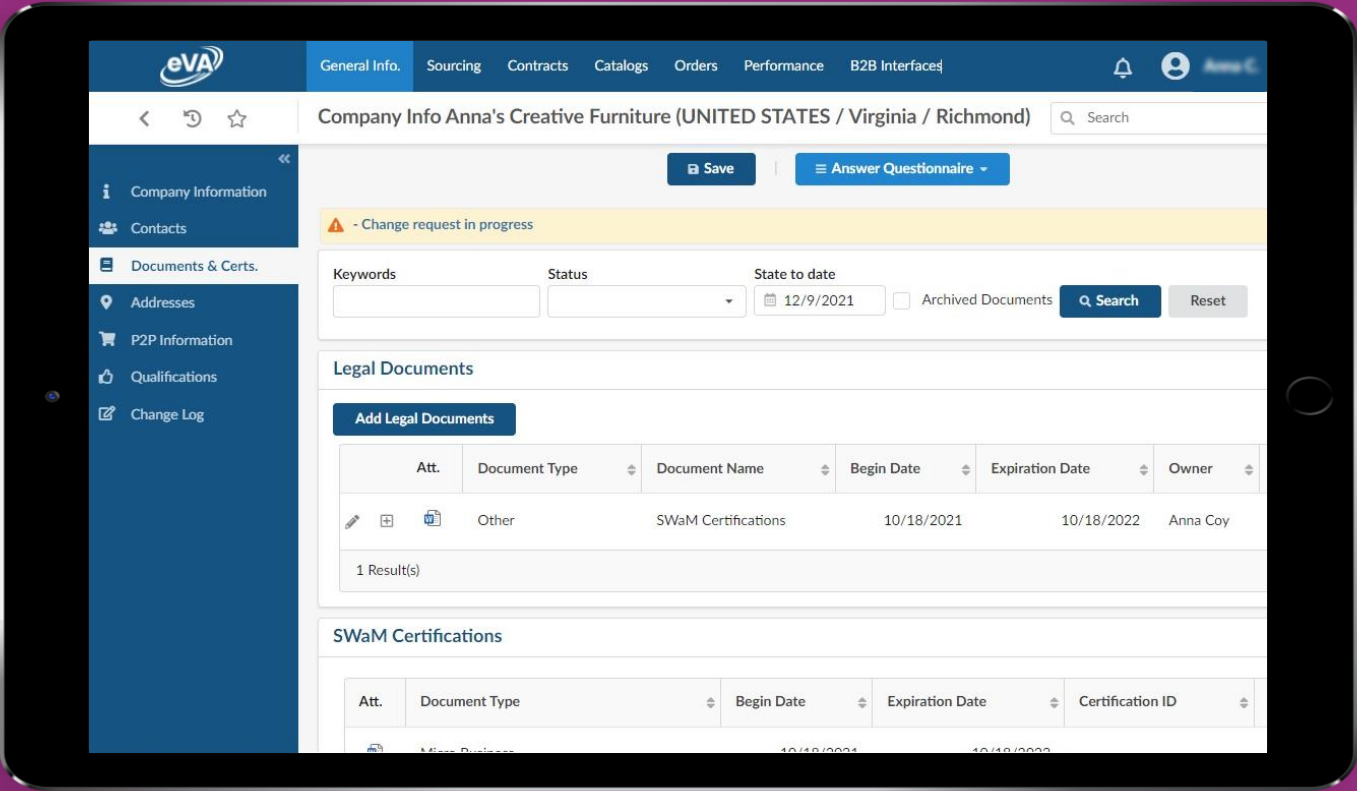
- **Qualifications tab:** You can also make updates to the **Additional Information** section.

The screenshot shows the 'Qualifications' tab in the EVA system. The left sidebar is the same as the previous screenshot, but the 'Qualifications' link is highlighted. The main content area is titled 'Company Info Anna's Creative Furniture (UNITED STATES / Virginia / Richmond)'. It features a 'Save' button and an 'Answer Questionnaire' button. A yellow banner at the top indicates a 'Change request in progress'. The 'Additional Information' section includes a 'Regions Served' field (Virginia), a 'Supplier Commodities' field (00500 - ABRASIVES, 26544 - Material, Upholstery (Fabric), Furniture and Auto, 420 - FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY LOUNGE, SCHOOL), a 'Comment (Supplier)' field, a 'Notify When Solicitation is Created\*' section with radio buttons for 'No' and 'Yes' (Yes is selected), and an 'Email\*' field (refinish@refinishfurniture.com). To the right, the 'Questionnaires' section has a search bar showing '0 Result(s)'.

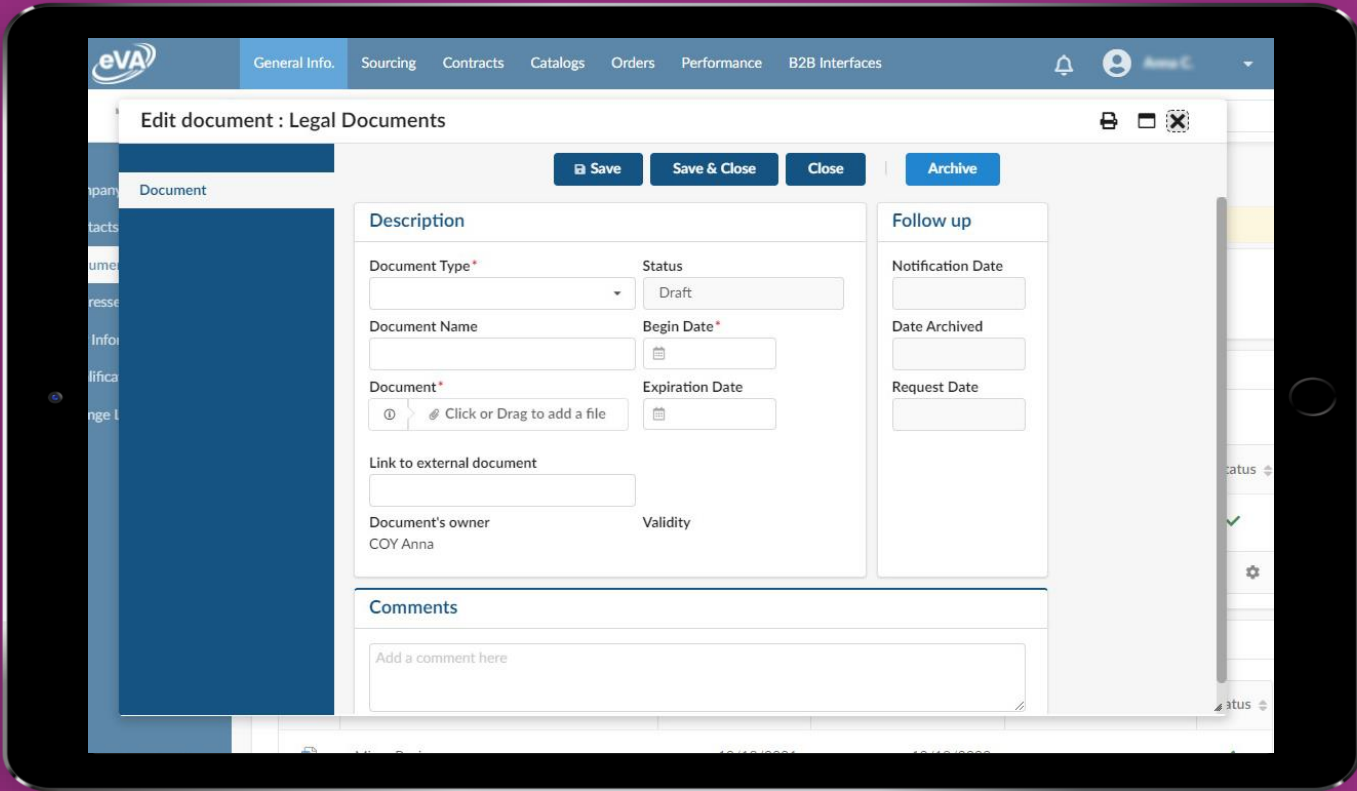
# Supplier File Management

You can view a document, edit a document, or upload new documents. After completing any of these tasks, you will save your changes, and the changes will be routed for approval. Updates to some document types will be automatically approved, while updates to other document types will require approval from eVA Vendor Support.

- **Documents & Certs. tab:** You can add different types of documents in this section.



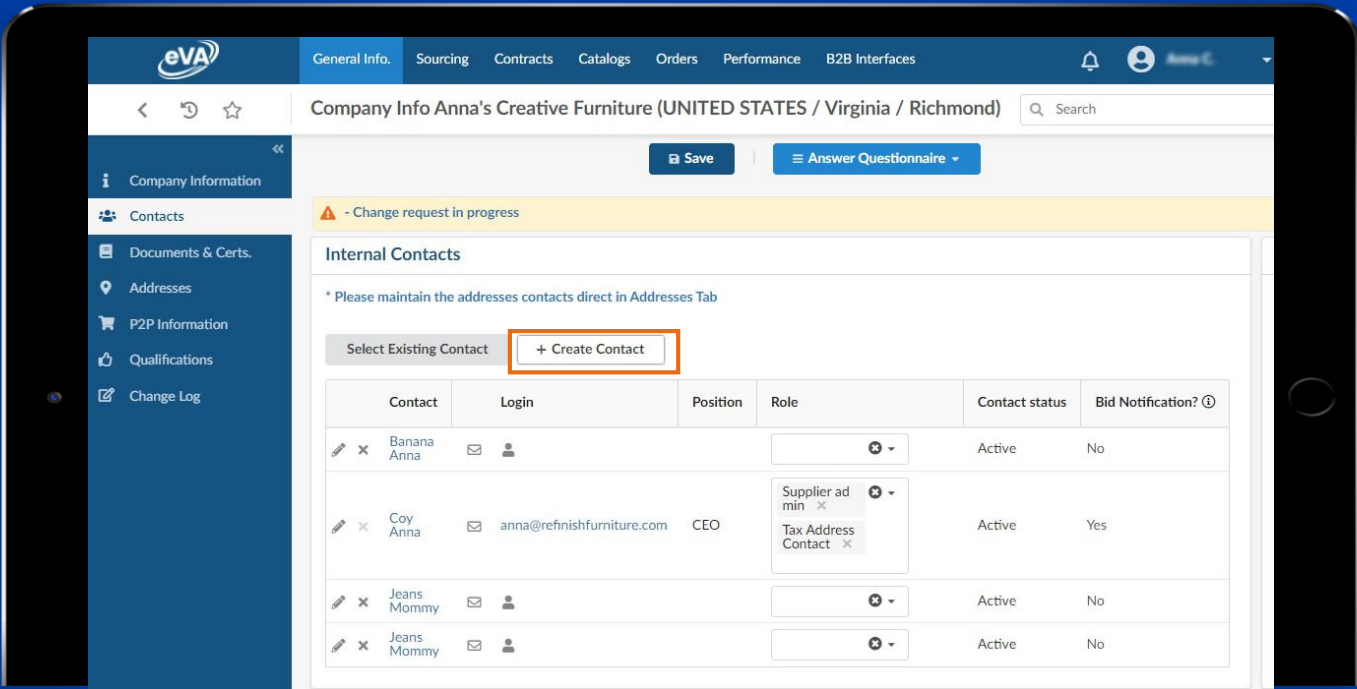
- **Edit Document Screen:** This is the screen you will see when adding/editing a document.



# Supplier Contact Management

Suppliers can create additional contacts for their account and invite the new contact to login and create a password. It is important to note that when a new contact logs in for the first time, they will be required to accept the MOA.

- **New Contact:** On the **Contacts** tab, you can create a new supplier contact by clicking the **Create Contact** button. Next, on the supplier **Contact Management** screen, fill out the required information then save the information. Once the contact has been created, you can click on the envelope icon to send an invitation to the new contact explaining how they can activate their user account.



**Supplier Contact Management**

**Identity**

Title: Mr. First Name: John Last Name: C

Email: johnc@xyz.com Position: Manager Internal Identifier:

List of languages: English

☐ Include this user for Bid Notifications

**Phone**

Phone: Cell Phone:

**Photo**

**Login Information**

- **Email Sent to New Contact:** An email is sent to the new supplier contact instructing them to log in and create a password. The new contact will be required to accept the MOA before logging in for the first time.

**Company Info Anna's Creative Furniture (UNITED STATES / Virginia / Richmond)**

**Internal Contacts**

\* Please maintain the addresses contacts direct in Addresses Tab

Select Existing Contact + Create Contact

Contact	Login	Position	Role	Contact status	Bid Notification? ⓘ
Banana Anna				Active	No
C. John		Manager		Active	No
Coy Anna	anna@refinishfurniture.com	CEO	Supplier admin	Active	Yes
Jeans Mommy				Active	No
Jeans Mommy				Active	No

- **New Contact Logs In and Creates Password:** The new contact logs into the system and creates a password to activate the account. Now, the new contact can login to the system, and their account is active.